Fill in your team members’ names (including your own) in alphabetical order in the Member blocks.
If all members contributed equally throughout the project, record a 100 in the Final Evaluation Score below for each member, check the box to the right and go on to page 2.
For each of the five rows, consider the factors listed and distribute 100 points among the team members based on your assessment of performance. For example, if a four member team are equal in regard to Cooperation, each get 25 points; otherwise if one gets 50, the other three must share the remaining 50 points.
Total each column after completing the table. Check. The total of the Total Score row must be 500.
Divide each member’s total score by the highest total score and multiply by 100. NOTE: The result for the member with the highest total score will be a grade of 100, otherwise you made an error.
If you feel the Computed Evaluation for any or all of the team members is unfair, you may modify it in the Final Evaluation Score (FES) row. Note: approximately, the Individual Project Grade = FES x Project Grade.

<table>
<thead>
<tr>
<th>Peer (Enter alphabetically by last name and include yourself)</th>
<th>Member 1</th>
<th>Member 2</th>
<th>Member 3</th>
<th>Member 4</th>
<th>Member 5</th>
<th>Member 6</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
- easy to work with
- willing to do work
- helpful if others had problems
| Quality:           |          |          |          |          |          |          | 100   |
- correct calculations
- logical progression of solution
- neatness
- clarity of figures.
| Effort:            |          |          |          |          |          |          | 100   |
- degree of commitment
- did fair share of both report and analysis
| Participation:     |          |          |          |          |          |          | 100   |
- attended meetings
- openly offered ideas and suggestions.
| On Time            |          |          |          |          |          |          | 100   |
- prepared for meetings
- met deadlines.
Total Score (Just sum each column) 500
Computed Evaluation Score

Final Evaluation Score (You may wish to alter the scores)

After completing this form, please enter your final evaluation scores (from the last row) into the electronic database if you were directed to do so.
Go on to page 2 of this form. Please answer the questions and add further comments if you wish.
Survey Questions

Did you feel comfortable working with your team? Did you feel supported and at ease with other members?

Yes  No

If no, please explain

If no, was it one member causing conflict, or a click or the group as a whole?

Please give any suggestions as to how to avoid having personality clashes in the future when assigning groups:

- For privacy, fold this form in half with the grade-table side in and turn it in to your instructor at the start of the next class or when due.